

Legal Administrative Intern Opportunity

The Office of University Counsel seeks 2-3 undergraduate student interns for 2019-2020. This PAID position will provide administrative support to the office, with specific duties outlined below. Hours per week will depend upon intern availability. Interns will gain experience working in a legal environment and will also be introduced to legal procedures with the possibility of increased responsibilities over time.

Required: Sophomore, junior, or senior standing; minimum 3.0 GPA; consistent weekly availability. Preference will be given to candidates with availability over breaks.

About the office: The Office of University Counsel (OUC) provides legal advice and representation to the university, its administrators/employees, University Related Organizations, and others who seek legal advice arising from their official university responsibilities. OUC attorneys provide advice on an extremely wide variety of subjects. The office staff consists of attorneys and staff with unique skills and specialized training, as well as generalists who are well versed in multiple areas of law and policy. For more information, please visit: legal.uillinois.edu

Specific intern duties will include:

- Primary responsibility for answering main phone line
- Directing calls to appropriate personnel (attorneys, support staff, and business staff)
- Greeting visitors and directing to appropriate meeting place
- Copying/scanning/shredding projects as needed including highly confidential legal documents
- Managing, with appropriate supervision, the department car reservations including monthly submissions of mileage to car pool and coordinating the service on cars
- Scheduling car reservations with car pool when the unit staff car is unavailable
- Setting up equipment for video conferencing or other network needs. Tidying up conference space before & after meetings as needed
- Managing the conference room calendar accepting/declining/and advising support staff of potential conflicts
- Managing the staff car, visitor parking space and cash key calendar
- Monitoring the cash key for parking at campus/city meters. Logging time used on the corresponding spreadsheet to track current available balances. Alert staff prior to funds being depleted from the cash keys.
- Filing library updates
- Distributing mail and taking outbound campus mail to appropriate locations
- Maintaining office and supply inventory
- Assisting with legal and business document compilation, organization and delivery
- Other duties as assigned

To apply: Submit a resume and cover letter to Ms. Carol Hannah at channah@uillinois.edu. Cover letters should include: 1) Relevant experience; 2) Weekly availability; 3) GPA and class standing; and 4) Availability over breaks.

Deadline to submit applications is 5:00 pm on September 4.